

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Safety and Training Administrator	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition:** To coordinate and administer elements of the Public Works Department and Community Services Department safety, hazardous materials and emergency response programs in order to maintain safe working conditions for employees by adhering to State and/or Federal standards, regulations and procedures.

**Distinguishing Characteristics:** Receives general direction from the Business and Internal Services Manager. May provide supervision to assigned clerical or hourly staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provide or facilitate safety instruction and training to Public Works Department and Community Services Department personnel on mandated protocols and technical life safety issues, including, but not limited to, equipment guarding, lockout and tagout, forklift driving, blood-borne pathogens, MSDS, chemical hazards, confined space, ergonomics, back injury prevention, proper use of tools and equipment, first aid and CPR.
2. Develop, administer and/or chair the City's MOC Safety Committee in accordance with State, Federal and City standards.
3. Assist managers and supervisors in the design of tailgate and safety training sessions and develop checklists, hazard report forms and other methods of simplifying and ensuring implementation of safety programs at all levels of the organization.
4. Conduct safety audits, facility and field inspections and provide training and guidance to the MOC City departments as needed.
5. Administer, update and maintain Federal, State and local mandated occupational safety and environmental compliance programs, including those related to the SB 198, "Occupational Injury and Illness Prevention Program," Cal-OSHA, hazard communication, germicides and pesticides, and defensive driving, assuring all aspects of the programs are in compliance, including training and record keeping.
6. Monitor proposed legislation, regulations and rules to keep the Business and Internal Services Manager and department director informed of potential impacts.
7. Coordinate collection and analysis of data and reports necessary for meeting internal and State/Federal requirements.

**Position Title:** Safety and Training Administrator

Page 2

8. Computerize and maintain mandated records related to employee health and safety programs, accidents, medical and training records, required permits and hazardous materials management plans.
9. Maintain up-to-date departmental emergency preparedness and emergency response plans.
10. Assist in preparing the safety budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; and administer the approved budget.
11. Participate in the City-wide Safety Committee and assist in the investigation of injuries and accidents.
12. Develop new related programs as needed.
13. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of safety rules, regulations and procedures; principles and practices of industrial hygiene; pertinent regulations and laws governing employee safety, hazardous materials, pesticide management and Workers Compensation with emphasis on public employee applications; principles and practices of policy development and implementation; and principles and practices of training.

Ability to: Interpret, simplify, communicate and implement applicable Federal/State regulatory standards; conduct safety audits and inspections of maintenance and park facilities and job sites; develop and conduct training programs; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; make oral presentations; and operate computer systems and other related office equipment.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Education, training and work experience equivalent to an Associate in Arts degree from an accredited college or university with major course work in public administration, business administration, environmental management, industrial hygiene, safety engineering or related field, and two years related work experience, preferably in the area of safety training or the administration of a safety program. A bachelor's degree is highly desirable.

**Position Title:** Safety and Training Administrator

Page 3

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Certified Safety Professional certification desirable.

**Working Conditions:** Preemployment and periodic respiratory exams may be required for this classification.

Established December 2005

CLASS SPECS

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